

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Meeting at White House with Legislators
2. Department contact/ phone number: Stephen Ballant [REDACTED]
3. Destination airport (if known): Dulles (IAD)
4. Destination address: 1600 Pennsylvania Ave., Washington, DC

Leg: Trip date: _____ Departure City: _____ Departure Time: _____ Arrival City: _____

1	7/11/18	Morgantown (MGW)	9:00am	Washington, DC (IAD)
2	7/11/18	Washington, DC (IAD)	3:30pm	Morgantown, WV (MGW)

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Brian J. Anderson	[REDACTED]	Director	WVU Energy Institute	Attend a meeting with state and federal senators to consult on legislation on funding to extend I-68 into Ohio. The interstate is widely used by the WVU community.	2
2	John Deskins		Associate Professor	College of Business & Economics		
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6						
7						

5. Lead passenger name / cell number: Brian J. Anderson [REDACTED]

6. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation.

7. Catering:
 No catering required.
 Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
X Stephen Ballant Printed: Stephen Ballant Date: 7/10/18

For internal use:
 9. Approved by WVU President's Office: [Signature] Date sent to LJ Aviation: 7-10-18
Amy Garbrick